eVA Integration Design Team

Meeting Minutes
January 6, 2005

Opening:
The meeting of the eVA integration workgroup was called to order at 10:00 A.M. on 1/06/2005 in Richmond.

Present:

Rachel Pace, CWM (phone)	Jerri Kemp, ODU (phone)
Maria Hatcher, DGS	Carrie Gillotte, GMU (phone)
Lynette Jenkins, CWM (phone)	Bill Hardiman, GMU (phone)
William Robbins, CWM (phone)	Tom Ward, GMU (phone)

A.   Approval of Agenda
Agenda not available

B.   Approval of Minutes
Minutes reviewed and approved

C.   Issues

Open Issues
See separate issues document

Closed Issues
No items closed at this session

D.   New Business

1.   eVA Integration Technical Design Specs Status:
   - No change.

2.   Issues List Status:
   - Maria updated the Integration Issues list and sent a copy to the group for review and comments. Still awaiting responses from AMS on outstanding questions. The entire document will be reviewed at the next meeting to determine which issues should be closed or need additional information.

3.   GMU Hosting SCT Meeting:
   - Carrie Gillotte reported that she has been communicating with Jim Dye and that GMU will host the meeting with SCT. The tentative schedule for the meeting on Thursday, January 13 has been postponed until February 2, 2005. Carrie to follow up with Jim Dye to see if the date is good for them. More information will be provided later.

4.   Weekly Integration Meeting Holiday Schedule:
   - Next meeting 1/10/2005

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

Open Action Items

<u>Old:</u>

1. Update work breakdown structure (Marion Lancaster)
2. Draft scope and objective (Marion Lancaster)
3. Develop rough draft of project plan (Marion Lancaster)
4. Develop performance, quality assurance, and change management plans (Marion Lancaster)
5. Document of software cost to CWM (Berni Kenney)
6. Answer to Mike's question "has AMS signed non-disclosure paperwork with SCT?" (Marion Lancaster)
7. Ask AMS how the system knows to send DO (EP) transactions and not PCO transactions at purchase order exit point? (Marion Lancaster)
8. Ask AMS if Preferred Order Method (Print or URL) is available on integration? (Marion Lancaster)
9. Ask AMS when draft of the Technical Design document will be available (Marion Lancaster).

Closed Action Items

1. Ask AMS if comments marked to send to vendor and comments marked not to send to the vendor are part of the integration? (Marion Lancaster)
   Answer: Only comments marked to be sent to vendor are part of the integration.

Prepared by Maria F. Hatcher

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